

About this Manual

This Policy and Procedures Manual has been developed by the Oakleigh P&C Association for its Outside School Hours Care service in collaboration with the Queensland Children's Activities Network (QCAN). QCAN accepts no liability of what-so-ever kind or nature occurring from any recommendations made and/or implied in this document. All regulatory information and references are current at the time of production however, Oakleigh OSHC will regularly review policies contained within this document to ensure that they are consistent with regulatory requirements and current service practices.

This manual sets out the why and how our OSHC service operates. Following the policies and procedures ensures:

- The service complies with the relevant legislation and laws;
- Decision-making is clear, transparent and consistent; and
- The volunteers and employees have clear direction of their role.

The policies are statements of the standards we aspire to, and are the principles that guide our decision-making. The procedures step us through the practical actions required to support the implementation of the policies, and assist with operations and legislative compliance. The procedures are generally mandatory requirements and must be followed. Where a procedure is recommended, it will be made clear. The procedures are often supported with forms and checklists, which appear throughout the Manual and listed in Appendix D

Procedure for updating OSHC Policies and Procedures Manual

The OSHC policies are reviewed in an ongoing manner to ensure all Policies are updated annually. When an update or change is required for a policy the following steps are taken. The policy is reviewed by the following:

- OSHC Leadership Team review and make suggested changes
- OSHC subcommittee to review suggested changes/updates
- Once approved by OSHC subcommittee, policies are forwarded to Oakleigh P&C Executive Committee for review and approval
- Once approved by P&C new policies are uploaded to the school website at <https://oakleighss.eq.edu.au/Facilities/Outofschoolhours/Pages/Outofschoolhours.aspx>
- An updated hard-copy of the policies are filed in the OSHC office
- parents advised of any changes via newsletter/email referring to the updated policy

When an update or change is made to the Policy, the OSHC coordinator follows the following procedures:

- Hard copy of update/change to be provided to OSHC staff and discussed at weekly OSHC staff meeting. OSHC staff are to sign and date acknowledgement form that they were informed of update/change